

Using Excel for A – Z Analysis: 'To Present' items

Jack Weinbender, Milligan College

Working Assumptions

- EBSCO A-Z properly identifies and links duplicate items
- A-Z metadata is correct, including any custom sources (e.g. print periodicals)
- Those items *with* ISSNs are serial publications that we wish to count
- Those items *without* ISSNs should not be counted

Part One

From A – Z to Excel

Welcome to



Through A-to-Z, a comprehensive listing and linking tool, your end users can quickly find and link to titles. You can manage your A-to-Z list through this Administrative site, including downloading your list, managing your titles, adding CustomLinks, and much more.

Login

Administrative Login:

Customer Code: *

Password: *

English ▾

Login

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[Title Wizard](#) | [Collection Editor](#) | [Access Management](#) | [Account Information](#) | [CustomLinks](#) | [Notes and Icons](#) | [Site Customization](#) | [Reports](#)

? HELP

Title Wizard

Create and update your collection.

- [Go to Title Wizard](#)
- [Go to Download and Upload](#)

Collection Editor

Assign notes, CustomLinks, and proxy settings to your collection.

- [Go to Collection Editor](#)

Access Management

Define authentication methods and proxy settings to control end-user access.

- [Go to Proxy Settings](#)
- [Go to Authentication Settings](#)

Account Information

Specify A-to-Z service and SmartLinking preferences and enter information specific to your institution.

- [Go to Account Information](#)
- [Go to Account Summary](#)

CustomLinks

Display CustomLinks on the LinkSource menu or next to titles on the Reader site.

- [Go to CustomLinks](#)

Notes and Icons

Display notes on the LinkSource menu or next to resource links on the Reader site.

- [Go to Notes and Icons](#)

Site Customization

Customize branding, display templates, and display options.

- [Go to A-to-Z Reader Site Customization](#)
- [Go to LinkSource Menu Customization](#)

Reports

Analyze how your end users are using your collection.

- [A-to-Z Usage](#)
- [LinkSource Usage](#)
- [Knowledge Base Changes](#)
- [Overlap Analysis](#)



Administrator

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Download Collection **Upload Collection**

Download Collection

? HELP

List Format:

- Excel**
- Excel (Unicode)**
- Tab-Delimited**
- Tab-Delimited (Unicode)**
- XML**

List Contents:

- All Resources**
- Managed Resources Only**
- Custom Resources Only**

Select Columns:

I would like to:

<input checked="" type="checkbox"/> LinkId	<input checked="" type="checkbox"/> ResourceID	<input checked="" type="checkbox"/> Source
<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Publisher	<input checked="" type="checkbox"/> SubjectCode
<input checked="" type="checkbox"/> TitleSort	<input checked="" type="checkbox"/> OnlineISSN	<input checked="" type="checkbox"/> SubjectName
<input checked="" type="checkbox"/> Embargo	<input checked="" type="checkbox"/> PrintISSN	<input checked="" type="checkbox"/> URL
<input checked="" type="checkbox"/> ProxiedURL	<input checked="" type="checkbox"/> StrokeCount	<input checked="" type="checkbox"/> Display
<input checked="" type="checkbox"/> ManagedCoverage	<input checked="" type="checkbox"/> CustomCoverageBegin	
<input checked="" type="checkbox"/> ManagedCoverageBegin	<input checked="" type="checkbox"/> CustomCoverageEnd	
<input checked="" type="checkbox"/> ManagedCoverageEnd	<input checked="" type="checkbox"/> CustomEmbargoDays	
<input checked="" type="checkbox"/> IsCustom	<input checked="" type="checkbox"/> Delete	<i>* required column</i>

Custom Field to include:

Mouse over the column names to view abbreviated descriptions or click [here](#) for detailed column descriptions.

Download



Administrator

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Download Collection

Upload Collection

Download Collection

? HELP

List Format:

- Excel
- Excel (Unicode)
- Tab-Delimited
- Tab-Delimited (Unicode)
- XML

List Contents:

- All Resources
- Managed Resources Only
- Custom Resources Only

Select Columns:

I would like to:

<input checked="" type="checkbox"/> LinkID	<input checked="" type="checkbox"/> ResourceID	<input checked="" type="checkbox"/> Source
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Publisher	<input type="checkbox"/> SubjectCode
<input type="checkbox"/> TitleSort	<input checked="" type="checkbox"/> OnlineISSN	<input type="checkbox"/> SubjectName
<input checked="" type="checkbox"/> Embargo	<input checked="" type="checkbox"/> PrintISSN	<input type="checkbox"/> URL
<input type="checkbox"/> ProxiedURL	<input type="checkbox"/> StrokeCount	<input type="checkbox"/> Display
<input checked="" type="checkbox"/> ManagedCoverage	<input checked="" type="checkbox"/> CustomCoverageBegin	
<input checked="" type="checkbox"/> ManagedCoverageBegin	<input checked="" type="checkbox"/> CustomCoverageEnd	
<input checked="" type="checkbox"/> ManagedCoverageEnd	<input checked="" type="checkbox"/> CustomEmbargoDays	

IsCustom Delete * *required column*

Custom Field to include:

Mouse over the column names to view abbreviated descriptions or click [here](#) for detailed column descriptions.

This file can get *really* big *really* fast. Only use the fields that you absolutely need.

Download the list

Download



Administrator

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Download Collection ? HELP

Generating download file for the following number of resource links: 88,377



Wait . . .





Administrator

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Download Collection



Generating download file for the following number of resource links: 88,377

Title List Summary

Total Resource Links: 88,377

- Managed Resource Links: 88,029
- Custom Resource Links: 348

*** Unique Resources: 55,996**

- Unique Managed Resources: 55,858
- Unique Custom Resources: 348

Total Managed Packages: 99

Total Custom Packages: 1

** Unique Managed and Unique Custom Resources may not add up to Total Unique Resources because custom resources with the same title as a managed resource will be counted only once in the Total.*

Interesting, but not the number we need. This includes *all* resources, not just serial publications

File size: **19.92 MB**

[Click here to download your A-to-Z collection.](#)

Right Click: Save As . . .

Questions or comments? Contact us:

Phone: 1-800-758-5995, option 2 (U.S.A. and Canada)
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00 - 800-3272-6000 (Worldwide Toll Free)

E-mail: support@ebsco.com

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Title

Download Generating

Title List

Total
• Man
• Cust

Total

* Unique Resources counted

File size: 19.
[Click here](#)

Home

Enter name of file to save to...

Desktop

Organize New folder

- Libraries System Folder
- Computer System Folder
- Library Shortcut 662 bytes
- Weinbender, Jack System Folder
- Network System Folder
- Work - Library Shortcut 1.27 KB

File name: ← Give it a good name

Save as type: Text Document

Hide Folders Save Cancel

+1-978-358-6500 (worldwide)
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File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

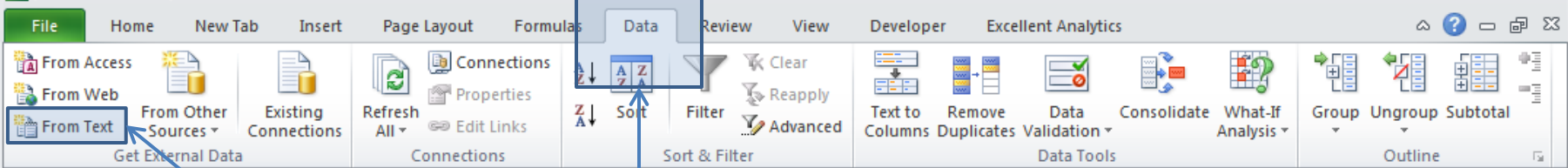
Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

Calibri 11 General \$ % .00 .00

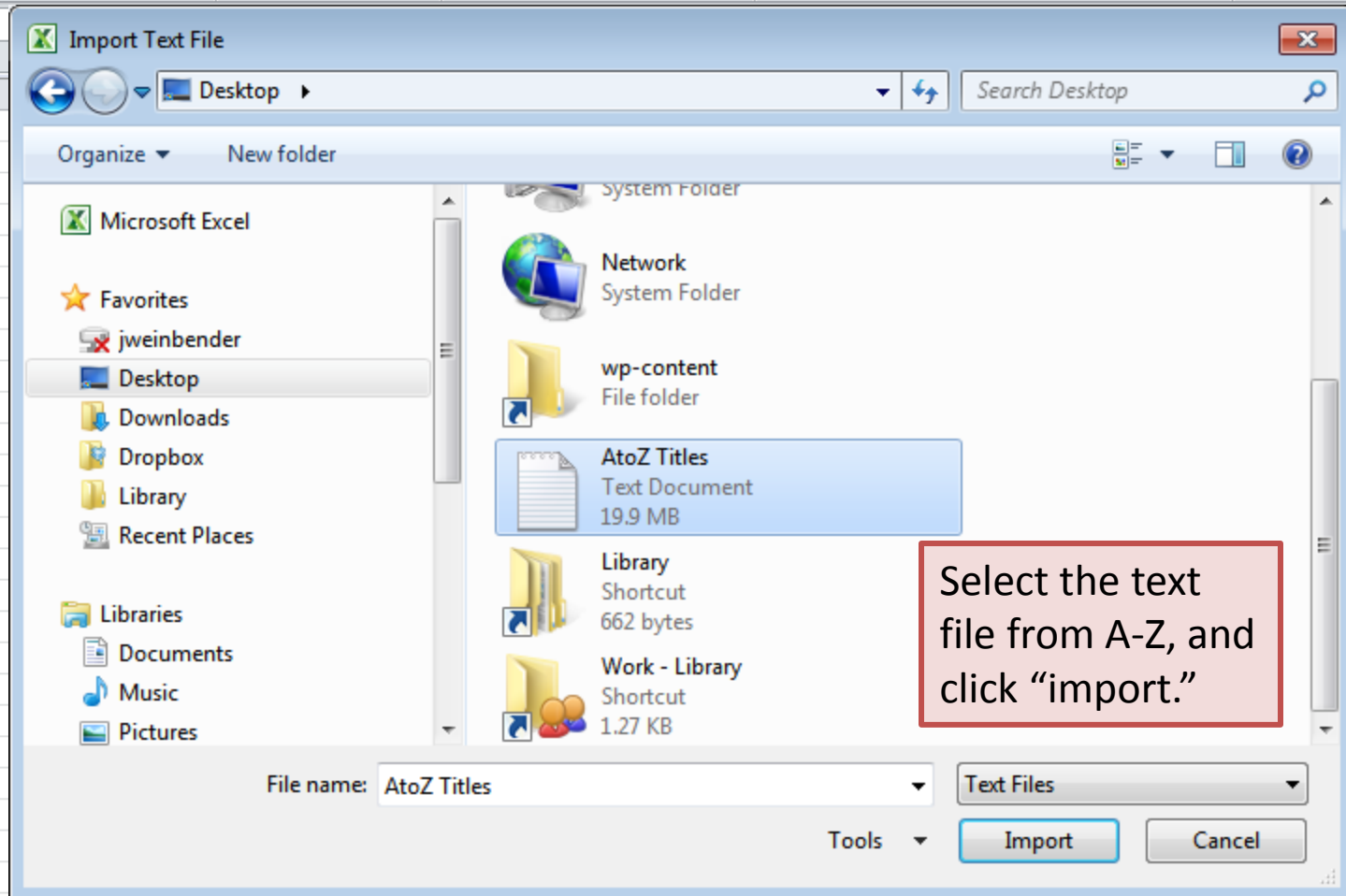
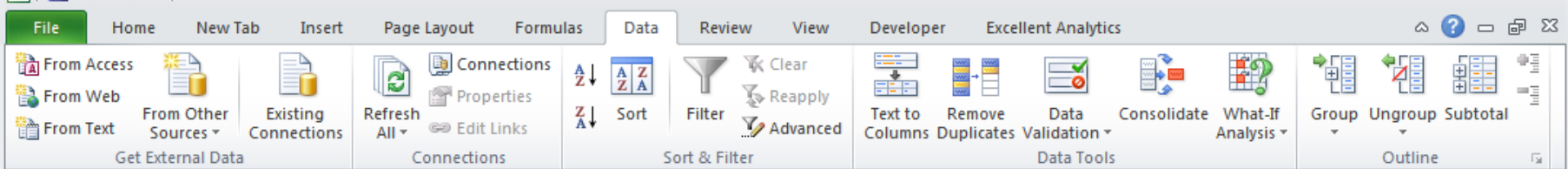
Insert Delete Format Sort & Find & Filter Select

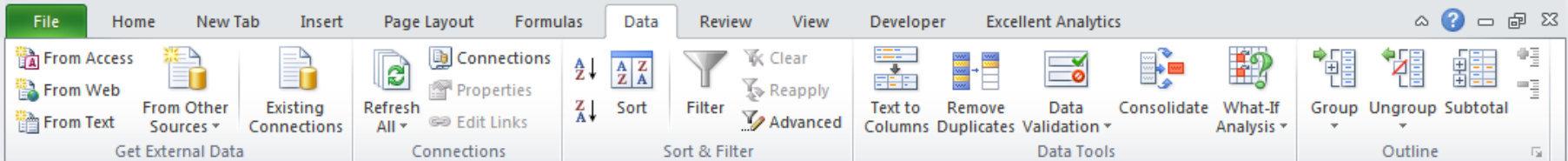
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
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Open a new Excel workbook



Select the "Data" tab, then "from text."





Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

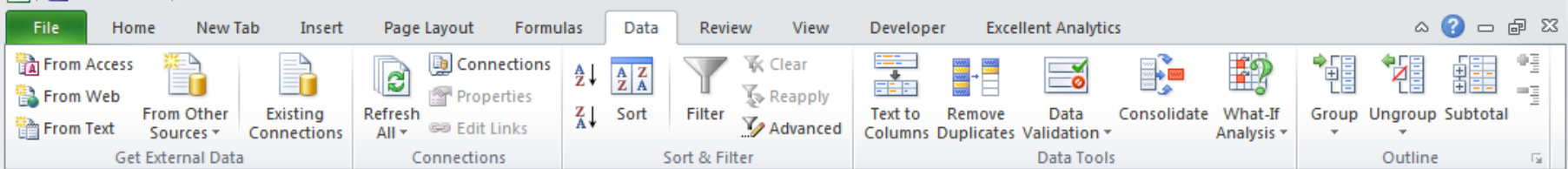
Preview of file C:\Users\jweinbender\Desktop\AtoZ Titles.txt

1	LinkId	ResourceId	Title	Source	Print	ISSN	Online	ISSN	Managed	Coverage	Manag
2	56191647	Actual; Informe!	(Revistas en Español)	0188-9192							1996
3	93702473	DComputer Database	0953-2331			1989 - 1991	1989	1991			
4	9371777	Accounting technology	Computer Database	1068-6452							1999
5	9372821	ACKnowledge The Window Letter	Computer Database	1043-0768							

Buttons: Cancel, < Back, Next >, Finish

Don't worry about this. Excel should automatically detect your text encoding. To be safe, you can manually select 'UTF-8'

No need to do anything more. Excel should default to our desired settings.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4																
5																
6																
7																
8																
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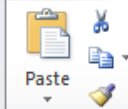
Import Data

Where do you want to put the data?

Existing worksheet:

New worksheet

Properties... OK Cancel



Clipboard

Calibri 11

B *I* U



General

\$ % $\frac{\square}{\square}$ $\frac{\square}{\square}$



Conditional Formatting



Format as Table



Cell Styles



Insert



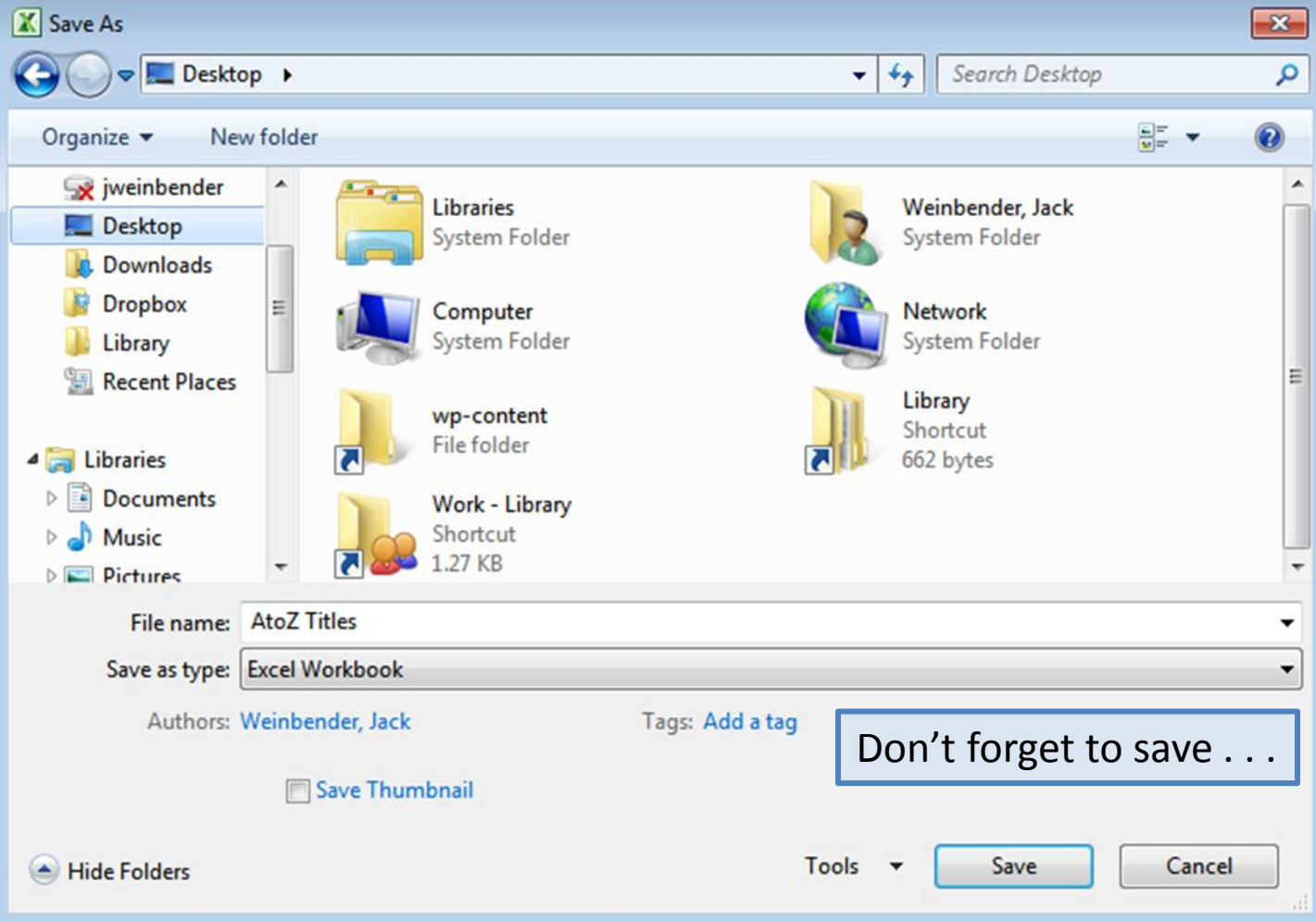
Delete



Sort & Filter



Find & Select



Don't forget to save ...

A1

	A
1	LinkId
2	5619
3	9370
4	9371
5	9372
6	9373
7	9374
8	9375
9	9376
10	9377
11	9378
12	9611
13	9612
14	9613
15	9615
16	9616
17	9617
18	9618
19	9619
20	9620
21	9621
22	9622
23	9623
24	9624
25	14565
26	14567
27	14568
28	14572
29	14573
30	14574

672	Accountancy Ireland
761	Accounting horizons
777	Accounting technology
873	Acquisitions Monthly

General Business File ASAP
General Business File ASAP
General Business File ASAP
General Business File ASAP

Good . . .

We now have our data in Excel. In Part Two we will filter our list to include only unique titles that are marked “to present” and have an ISSN.

Part Two

Filtering

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

	A	B	C	D
	LinkId	ResourceId	Title	Source
1	5619	1647	Actual	iInforme! (Revistas en Español)
2	9370	247	3D	Computer Database
3	9371	777	Accounting technology	Computer Database
4	9372	821	ACKnowledge The Window Letter	Computer Database
5	9373	826	ACM Computing Surveys	Computer Database
6	9374	831	ACM Transactions on Computer Systems	Computer Database
7	9375	833	ACM transactions on database systems	Computer Database
8	9376	839	ACM Transactions on Information Systems	Computer Database
9	9377	842	ACM Transactions on Mathematical Software	Computer Database
10	9378	846	ACM Transactions on Programming Languages and Systems	Computer Database
11	9611	349	ABA banking journal	Expanded Academic ASAP
12	9612	495	About Women and Marketing	Expanded Academic ASAP
13	9613	601	Academic Exchange Quarterly	Expanded Academic ASAP
14	9615	761	Accounting horizons	Expanded Academic ASAP
15	9616	777	Accounting technology	Expanded Academic ASAP
16	9617	782	Accounting today	Expanded Academic ASAP
17	9618	826	ACM Computing Surveys	Expanded Academic ASAP
18	9619	831	ACM Transactions on Computer Systems	Expanded Academic ASAP
19	9620	833	ACM transactions on database systems	Expanded Academic ASAP
20	9621	839	ACM Transactions on Information Systems	Expanded Academic ASAP
21	9622	842	ACM Transactions on Mathematical Software	Expanded Academic ASAP
22	9623	846	ACM Transactions on Programming Languages and Systems	Expanded Academic ASAP
23	9624	1712	Addiction and Recovery	Expanded Academic ASAP
24	14565	273	A.M. Best Newswire	General Business File ASAP
25	14567	349	ABA banking journal	General Business File ASAP
26	14568	672	Accountancy Ireland	General Business File ASAP
27	14572	761	Accounting horizons	General Business File ASAP
28	14573	777	Accounting technology	General Business File ASAP
29	14574	873	Acquisitions Monthly	General Business File ASAP

Select the whole
data set (Ctrl + a)

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

Clipboard Font Alignment Number Conditional Formatting **Format as Table** Cell Styles Insert Delete Format Cells Sort & Find & Filter Select Editing

	J	K	L	M	N	O
88342		2001				
88343			2006			
88344		1984	1999			
88345		2007	2009			
88346		2006				
88347		1977	2008			
88348		1985	2008			
88349	1919, 1931-1945, 1991		2006			
88350	1952-1953, 1960-1961, 1973					
88351	1942-1980, 1999-2000, 2005		2005			
88352		1946	2010			
88353			2006			
88354		1940				
88355		1996	2010			
88356		1964	1997			
88357		1980	2010			
88358		1913	1936			
88359		2010				
88360		1946	2007			
88361		2004	2011			
88362		1991	2010			
88363	1917, 1922-1925, 1927-1929, 1931-1933, 1935-1936, 1938-1953, 1959-1960, 1962, 1969		1970			
88364		1977	1995			
88365		2000	2011			
88366		1980	1999			
88367		2001				
88368	1935, 1939		1998			
88369		1984	2008			
88370		1913	2000			
88371		1984				

Format as Table

(Make sure "My table has headers" is selected)

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

AtoZ_Titles LinkId

	J	K	L	M	N	O
88342		2001				
88343			2006			
88344		1984	1999			
88345		2007	2009			
88346		2006				
88347				008		
88348				008		
88349	1919, 1931-1945, 1991			006		
88350	1952-1953, 1960-1961, 1973			006		
88351	1942-1980, 1999-2000, 2005			005		
88352				010		
88353				006		
88354						
88355				010		
88356		1964	1997			
88357		1980	2010			
88358		1913	1936			
88359		2010				
88360		1946	2007			
88361		2004	2011			
88362		1991	2010			
88363	1917, 1922-1925, 1927-1929, 1931-1933, 1935-1936, 1938-1953, 1959-1960, 1962, 1969			1970		
88364		1977	1995			
88365		2000	2011			
88366		1980	1999			
88367		2001				
88368	1935, 1939			1998		
88369		1984	2008			
88370		1913	2000			
88371		1984				

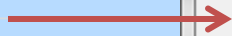
Format As Table

Where is the data for your table?

= $\$A\$1:\$M\88371

My table has headers

OK Cancel



File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline

General \$ % .0 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

AtoZ_Titles LinkId

	J	K	L	M	N	O
88342		2001				
88343			2006			
88344		1984	1999			
88345		2007	2009			
88346		2006				
88347				008		
88348				008		
88349						
88350						
88351						
88352						
88353						
88354						
88355						
88356		1984	1997			
88357		1980	2010			
88358		1913	1936			
88359		2010				
88360		1946	2007			
88361		2004	2011			
88362		1991	2010			
88363	1917, 1922-1925, 1927-1929, 1931-1933, 1935-1936, 1938-1953, 1959-1960, 1962, 1969		1970			
88364		1977	1995			
88365		2000	2011			
88366		1980	1999			
88367		2001				
88368	1935, 1939		1998			
88369		1984	2008			
88370		1913	2000			
88371		1984				

Format As Table

Where is the data for your table?

Microsoft Excel

Your selection overlaps one or more external data ranges. Do you want to convert the selection to a table and remove all external connections?

Yes No

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Calibri 11 A⁺ A⁻ B I U \$ % , .00 .00 Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Find & Filter Select

C14 Academic Exchange Quarterly

	A	B	C	D
1	LinkId	ResourceId	Title	Source
2	5619	1647	Actual	iInforme! (Revistas en Español)
3	9370	247	3D	Computer Database
4	9371	777	Accounting technology	Computer Database
5	9372	821	ACKnowledge The Window Letter	Computer Database
6	9373	826	ACM Computing Surveys	Computer Database
7	9374	831	ACM Transactions on Computer Systems	Computer Database
8	9375	833	ACM transactions on database systems	Computer Database
9	9376	839	ACM Transactions on Information Systems	Computer Database
10	9377	842	ACM Transactions on Mathematical Software	Computer Database
11	9378	846	ACM Transactions on Programming Languages and Systems	Computer Database
12	9611	349	ABA banking journal	Expanded Academic ASAP
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14	9613	601	Academic Exchange Quarterly	Expanded Academic ASAP
15	9615	761	Accounting horizons	Expanded Academic ASAP
16	9616	777	Accounting technology	Expanded Academic ASAP
17	9617	782	Accounting today	Expanded Academic ASAP
18	9618	826	ACM Computing Surveys	Expanded Academic ASAP
19	9619	831	ACM Transactions on Computer Systems	Expanded Academic ASAP
20	9620	833	ACM transactions on database systems	Expanded Academic ASAP
21	9621	839	ACM Transactions on Information Systems	Expanded Academic ASAP
22	9622	842	ACM Transactions on Mathematical Software	Expanded Academic ASAP
23	9623	846	ACM Transactions on Programming Languages and Systems	Expanded Academic ASAP
24	9624	1712	Addiction and Recovery	Expanded Academic ASAP
25	14565	273	A.M. Best Newswire	General Business File ASAP
26	14567	349	ABA banking journal	General Business File ASAP
27	14568	672	Accountancy Ireland	General Business File ASAP
28	14572	761	Accounting horizons	General Business File ASAP
29	14573	777	Accounting technology	General Business File ASAP
30	14574	873	Acquisitions Monthly	General Business File ASAP

Let's talk logic . . .

The first thing we need to do is filter-out any items that don't have ISSNs. However, because some titles have either a "Print ISSN" and "Online ISSN" (or both), we don't have a single field to filter—we have to make one.

If, then . . .

We don't really care *what* the ISSN of any given item is, we only care about whether it *has* an ISSN (print or online). So, we will make a new field (vertical column) with a formula that will tell us whether any given record (horizontal row) has *either* a print or electronic ISSN.

If, then . . .

In human language, we would say:

`"If an item has a print ISSN or an online ISSN,
say "True," otherwise, say "false."`

We will have to write something similar for excel to understand. First, however, we need to make a new column.

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Calibri 11 Bold Italic Underline Font Color Background Color

General Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Filter Find & Select

	D	E	F	G	H
1	Source	PrintISSN	OnlineISSN	ManagedCoverage	ManagedCoverageBeg
2	iInforme! (Revistas en Español)	0188-9192		1996 to present	
3	Computer Database	0953-2331		1989 - 1991	
4	Computer Database	1068-6452		1999 - 2009	
5	Computer Database	1043-0768		1990 - 1991	
6	Computer Database	0360-0300	1557-7341	1996 - 2001	
7	Computer Database	0734-2071	1557-7333	1996 - 2001	
8	Computer Database	0362-5915	1557-4644	1994 - 2001	
9	Computer Database	1046-8188	1558-2868	1997 - 2001	
10	Computer Database	0098-3500	1557-7295	1997 - 2001	
11	Computer Database	0164-0925	1558-4593	1997 - 2001	
12	Expanded Academic ASAP	0194-5947		1989 to present	
13	Expanded Academic ASAP	1089-2958		1998 - 1999	
14	Expanded Academic ASAP	1096-1453		2000 - 2007	
15	Expanded Academic ASAP	0888-7993	1558-7975	2001 - 2004	
16	Expanded Academic ASAP	1068-6452		1999 - 2009	
17	Expanded Academic ASAP	1044-5714		1991 to present	
18	Expanded Academic ASAP	0360-0300	1557-7341	1996 - 2001	
19	Expanded Academic ASAP	0734-2071	1557-7333	1996 - 2001	
20	Expanded Academic ASAP	0362-5915	1557-4644	1994 - 2001	
21	Expanded Academic ASAP	1046-8188	1558-2868	1997 - 2001	
22	Expanded Academic ASAP	0098-3500	1557-7295	1997 - 2001	
23	Expanded Academic ASAP	0164-0925	1558-4593	1997 - 2001	
24	Expanded Academic ASAP	1052-4614		1991 - 1993	
25	General Business File ASAP			2004 to present	
26	General Business File ASAP	0194-5947		2000 to present	
27	General Business File ASAP	0001-4699		2004 to present	
28	General Business File ASAP	0888-7993	1558-7975	2004 - 2004	
29	General Business File ASAP	1068-6452		2004 - 2009	
30	General Business File ASAP	0952-3618		2004 - 2010	

Scroll right to the
ISSN columns

(Notice how some of the
items have two ISSN)

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics Design

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A \$ % , .00 .00

Conditional Formatting as Table Cell Styles

Sort & Find & Filter Select Editing

E1 PrintISSN

	D	E	F	G	H
1	Source	PrintISSN		ManagedCoverage	ManagedCoverageBeg
2	¡Informe! (Revistas en Español)	0188-9192		to present	
3	Computer Database	0953-2331		1991	
4	Computer Database	1068-6452		2009	
5	Computer Database	1043-0768		1991	
6	Computer Database	0360-0300		2001	
7	Computer Database	0734-2071		2001	
8	Computer Database	0362-5915		2001	
9	Computer Database	1046-8188		2001	
10	Computer Database	0098-3500		2001	
11	Computer Database	0164-0925		2001	
12	Expanded Academic ASAP	0194-5947		to present	
13	Expanded Academic ASAP	1089-2958		1999	
14	Expanded Academic ASAP	1096-1453		2000 - 2007	
15	Expanded Academic ASAP	0888-7993	1558-7975	2001 - 2004	
16	Expanded Academic ASAP	1068-6452		1999 - 2009	
17	Expanded Academic ASAP	1044-5714		1991 to present	
18	Expanded Academic ASAP	0360-0300	1557-7341	1996 - 2001	
19	Expanded Academic ASAP	0734-2071	1557-7333	1996 - 2001	
20	Expanded Academic ASAP	0362-5915	1557-4644	1994 - 2001	
21	Expanded Academic ASAP	1046-8188	1558-2868	1997 - 2001	
22	Expanded Academic ASAP	0098-3500	1557-7295	1997 - 2001	
23	Expanded Academic ASAP	0164-0925	1558-4593	1997 - 2001	
24	Expanded Academic ASAP	1052-4614		1991 - 1993	
25	General Business File ASAP			2004 to present	
26	General Business File ASAP	0194-5947		2000 to present	
27	General Business File ASAP	0001-4699		2004 to present	
28	General Business File ASAP	0888-7993	1558-7975	2004 - 2004	
29	General Business File ASAP	1068-6452		2004 - 2009	
30	General Business File ASAP	0952-3618		2004 - 2010	

Right click on the column and select insert.

(Excel will always insert columns to the left of whichever you have selected)

Cut

Copy

Paste Options:

Paste Special...

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics Design

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

E1

hasISSN?

	D	E	F	G	H
1	Source	hasISSN?	PrintISSN	OnlineISSN	ManagedCoverage
2	iInforme! (Revistas en Español)		0188-9192		1996 to present
3	Computer Database		0953-2331		1989 - 1991
4	Computer Database		1068-6452		1999 - 2009
5	Computer Database		1043-0768		1990 - 1991
6	Computer Database		0360-0300	1557-7341	1996 - 2001
7	Computer Database		0734-2071	1557-7333	1996 - 2001
8	Computer Database		0362-5915	1557-4644	1994 - 2001
9	Computer Database		1046-8188	1558-2868	1997 - 2001
10	Computer Database		0098-3500	1557-7295	1997 - 2001
11	Computer Database		0164-0925	1558-4593	1997 - 2001
12	Expanded Academic ASAP		0194-5947		1989 to present
13	Expanded Academic ASAP		1089-2958		1998 - 1999
14	Expanded Academic ASAP		1096-1453		2000 - 2007
15	Expanded Academic ASAP		0888-7993	1558-7975	2001 - 2004
16	Expanded Academic ASAP		1068-6452		1999 - 2009
17	Expanded Academic ASAP		1044-5714		1991 to present
18	Expanded Academic ASAP		0360-0300	1557-7341	1996 - 2001
19	Expanded Academic ASAP		0734-2071	1557-7333	1996 - 2001
20	Expanded Academic ASAP		0362-5915	1557-4644	1994 - 2001
21	Expanded Academic ASAP		1046-8188	1558-2868	1997 - 2001
22	Expanded Academic ASAP		0098-3500	1557-7295	1997 - 2001
23	Expanded Academic ASAP		0164-0925	1558-4593	1997 - 2001
24	Expanded Academic ASAP		1052-4614		1991 - 1993
25	General Business File ASAP				2004 to present
26	General Business File ASAP		0194-5947		2000 to present
27	General Business File ASAP		0001-4699		2004 to present
28	General Business File ASAP		0888-7993	1558-7975	2004 - 2004
29	General Business File ASAP		1068-6452		2004 - 2009
30	General Business File ASAP		0952-3618		2004 - 2010

Rename the column something that makes sense.

More than one way to skin a cat.

However gruesome, the proverb holds true for most Excel formulas. There are many ways to get the result we want. However, the most concise formula that I could think of was this:

```
=IF(TRIM([@PrintISSN])="", TRUE, TRIM([@OnlineISSN])<>"")
```

The gist

Basically, the formula says,

```
=IF(TRIM([@PrintISSN])<>"",TRUE, TRIM([@OnlineISSN])<>"")
```

“if PrintISSN isn’t blank, say ‘TRUE’;

otherwise, say whether OnlineISSN *isn’t* blank”

NB: The “TRIM” function strips out all the white-space and ensures that there aren’t any hidden spaces or other characters in the blank cells.

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Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline Font Color Background Color

General Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Find & Filter Select

D3

Computer Database

	D	E	F	G	H
1	Source	hasISSN?	PrintISSN	OnlineISSN	ManagedCoverage
2	iInforme! (Revistas en Español)	TRUE	0188-9192		1996 to present
3	Computer Database	TRUE	0953-2331		1989 - 1991
4	Computer Database	TRUE	1068-6452		1999 - 2009
5	Computer Database	TRUE	1043-0768		1990 - 1991
6	Computer Database	TRUE	0360-0300	1557-7341	1996 - 2001
7	Computer Database	TRUE	1557-7333		1996 - 2001
8	Computer Database	TRUE	0362-5915	1557-4644	1994 - 2001
9	Computer Database	TRUE	1046-8188		1997 - 2001
10	Computer Database	TRUE	0098-3500		1997 - 2001
11	Computer Database	TRUE	0164-0925	1558-4593	1997 - 2001
12	Expanded Academic ASAP	FALSE			1989 to present
13	Expanded Academic ASAP	TRUE	1089-2958		1998 - 1999
14	Expanded Academic ASAP	TRUE	1096-1453		2000 - 2007
15	Expanded Academic ASAP	TRUE	0888-7993	1558-7975	2001 - 2004
16	Expanded Academic ASAP	TRUE	1068-6452		1999 - 2009
17	Expanded Academic ASAP	TRUE	1044-5714		1991 to present
18	Expanded Academic ASAP	TRUE	0360-0300	1557-7341	1996 - 2001
19	Expanded Academic ASAP	TRUE	0734-2071	1557-7333	1996 - 2001
20	Expanded Academic ASAP	TRUE	0362-5915	1557-4644	1994 - 2001
21	Expanded Academic ASAP	TRUE	1046-8188	1558-2868	1997 - 2001
22	Expanded Academic ASAP	TRUE	0098-3500	1557-7295	1997 - 2001
23	Expanded Academic ASAP	TRUE	0164-0925	1558-4593	1997 - 2001
24	Expanded Academic ASAP	TRUE	1052-4614		1991 - 1993
25	General Business File ASAP	FALSE			2004 to present
26	General Business File ASAP	TRUE	0194-5947		2000 to present
27	General Business File ASAP	TRUE	0001-4699		2004 to present
28	General Business File ASAP	TRUE	0888-7993	1558-7975	2004 - 2004
29	General Business File ASAP	TRUE	1068-6452		2004 - 2009
30	General Business File ASAP	TRUE	0952-3618		2004 - 2010

And here's what we get. Pretty snazzy.

**NB: At this point, it is a good idea to select the whole table (ctrl+a), copy it (ctrl+c) then paste values (from the paste menu (top-left; use the drop-down). This prevents Excel from having to recalculate our formula whenever we resort our list; it also allows us to delete the Print/OnlineISSN columns.

Finding “to present” holdings

Next, we want to locate the titles identified by EBSCO as “to present.” This is what we are identifying as the database equivalent of a “current subscription.”

NB: This will include those items with a “moving wall” or embargo. More on that later . . .

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Calibri 11 General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

F1 toPresent?

	D	E	F	G
1	Source	hasISSN?	toPresent?	ManagedCoverage
2	iInforme! (Revistas en Español)	TRUE		1996 to present
3	Computer Database	TRUE		1989 - 1991
4	Computer Database	TRUE		1999 - 2009
5	Computer Database	TRUE		1990 - 1991
6	Computer Database	TRUE		1996 - 2001
7	Computer Database	TRUE		1996 - 2001
8	Computer Database	TRUE		1994 - 2001
9	Computer Database	TRUE		1997 - 2001
10	Computer Database	TRUE		1997 - 2001
11	Computer Database	TRUE		1997 - 2001
12	Expanded Academic ASAP	FALSE		1989 to present
13	Expanded Academic ASAP	TRUE		1998 - 1999
14	Expanded Academic ASAP	TRUE		2000 - 2007
15	Expanded Academic ASAP	TRUE		2001 - 2004
16	Expanded Academic ASAP	TRUE		1999 - 2009
17	Expanded Academic ASAP	TRUE		1991 to present
18	Expanded Academic ASAP	TRUE		1996 - 2001
19	Expanded Academic ASAP	TRUE		1996 - 2001
20	Expanded Academic ASAP	TRUE		1994 - 2001
21	Expanded Academic ASAP	TRUE		1997 - 2001
22	Expanded Academic ASAP	TRUE		1997 - 2001
23	Expanded Academic ASAP	TRUE		1997 - 2001
24	Expanded Academic ASAP	TRUE		1991 - 1993
25	General Business File ASAP	FALSE		2004 to present
26	General Business File ASAP	TRUE		2000 to present
27	General Business File ASAP	TRUE		2004 to present
28	General Business File ASAP	TRUE		2004 - 2004
29	General Business File ASAP	TRUE		2004 - 2009
30	General Business File ASAP	TRUE		2004 - 2010

Create a new column;
this is where our new
formula will go that
tells us if a given row is
marked "to present"

The gist

To accomplish this, we will assume that the last ten characters (including the space!) in the “Managed Coverage” field should be “to present.” This formula evaluates whether or not our parameters are true. If so, it will say “TRUE,” otherwise, it will say “FALSE.”

In our newly created column, we input:

```
=TRIM(RIGHT([@ManagedCoverage], 10))="to present"
```

Evaluate: Do the last ten characters of ManagedCoverage equal “to present” ?

NB: the RIGHT function tells Excel to return the last x number of characters in a specified cell. The LEFT function does the same, but gives the *first* characters.

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General Conditional Formatting as Table Styles

Insert Delete Format

Sort & Find & Filter Select

F9 =TRIM(RIGHT([@ManagedCoverage], 10))="to present"

	D	E	F	G
1	Source	hasISSN?	toPresent?	ManagedCoverage
2	iInforma! (Revistas en Español)	TRUE	TRUE	1996 to present
3	Computer Database	TRUE	FALSE	1999 - 1991
4	Computer Database	TRUE	FALSE	1999 - 2009
5	Computer Database	TRUE	FALSE	1990 - 1991
6	Computer Database	TRUE	FALSE	1996 - 2001
7	Computer Database	TRUE	FALSE	1996 - 2001
8	Computer Database	TRUE	FALSE	1994 - 2001
9	Computer Database	TRUE	FALSE	1997 - 2001
10	Computer Database	TRUE	FALSE	1997 - 2001
11	Computer Database	TRUE	FALSE	1997 - 2001
12	Expanded Academic ASAP	FALSE	TRUE	1989 to present
13	Expanded Academic ASAP	TRUE	FALSE	1998 - 1999
14	Expanded Academic ASAP	TRUE	FALSE	2000 - 2007
15	Expanded Academic ASAP	TRUE	FALSE	2001 - 2004
16	Expanded Academic ASAP	TRUE	FALSE	1999 - 2009
17	Expanded Academic ASAP	TRUE	TRUE	1991 to present
18	Expanded Academic ASAP	TRUE	FALSE	1996 - 2001
19	Expanded Academic ASAP	TRUE	FALSE	1996 - 2001
20	Expanded Academic ASAP	TRUE	FALSE	1994 - 2001
21	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
22	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
23	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
24	Expanded Academic ASAP	TRUE	FALSE	1991 - 1993
25	General Business File ASAP	FALSE	TRUE	2004 to present
26	General Business File ASAP	TRUE	TRUE	2000 to present
27	General Business File ASAP	TRUE	TRUE	2004 to present
28	General Business File ASAP	TRUE	FALSE	2004 - 2004
29	General Business File ASAP	TRUE	FALSE	2004 - 2009
30	General Business File ASAP	TRUE	FALSE	2004 - 2010

Again, Excel has just done a LOT of work for us.

**NB: Again, it's a good idea, after adding a large formula like this, to copy and "paste values." That way Excel doesn't have to re-compute our values.

AtoZ Titles - Microsoft Excel

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From Access From Web From Text Get External Data Connections Refresh All Edit Links Sort Filter Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

F79 TRUE

	D	E	F	G
1	Source	hasISSN?	toPresent?	ManagedCoverage
2	iInforme! (Revistas en Español)	TRUE		1996 to present
3	Computer Database	TRUE		1989 - 1991
4	Computer Database	TRUE		1999 - 2009
5	Computer Database	TRUE		1990 - 1991
6	Computer Database	TRUE		1996 - 2001
7	Computer Database	TRUE		1996 - 2001
8	Computer Database	TRUE		1994 - 2001
9	Computer Database	TRUE		1997 - 2001
10	Computer Database	TRUE		1997 - 2001
11	Computer Database	TRUE		1997 - 2001
12	Expanded Academic ASAP	FALSE		1989 to present
13	Expanded Academic ASAP	TRUE		1998 - 1999
14	Expanded Academic ASAP	TRUE		2000 - 2007
15	Expanded Academic ASAP	TRUE		2001 - 2004
16	Expanded Academic ASAP	TRUE		1999 - 2009
17	Expanded Academic ASAP	TRUE		1991 to present
18	Expanded Academic ASAP	TRUE		1996 - 2001
19	Expanded Academic ASAP	TRUE		1996 - 2001
20	Expanded Academic ASAP	TRUE		1994 - 2001
21	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
22	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
23	Expanded Academic ASAP	TRUE	FALSE	1997 - 2001
24	Expanded Academic ASAP	TRUE	FALSE	1991 - 1993
25	General Business File ASAP	FALSE	TRUE	2004 to present
26	General Business File ASAP	TRUE	TRUE	2000 to present
27	General Business File ASAP	TRUE	TRUE	2004 to present
28	General Business File ASAP	TRUE	FALSE	2004 - 2004
29	General Business File ASAP	TRUE	FALSE	2004 - 2009
30	General Business File ASAP	TRUE	FALSE	2004 - 2010

Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color
Clear Filter From "toPresent?"
Filter by Color
Number Filters

Search

(Select All)
 FALSE
 TRUE

OK Cancel

Now, we can filter out all of our FALSE rows, leaving us only with titles that are 'to present' and that have ISSNs.

Click the down arrows to the right of each column name to show the filter menu.

Almost done . . .

We have now filtered out all of the titles that don't have ISSNs and aren't "to present." However, there still exist *duplicates* of several titles. For example, the *Journal of Biblical Literature* shows up in nine of Milligan's sources:

Journal of biblical literature

[Academic OneFile](#) 1995 to present

[ATLA Religion Database with ATLASerials \(EBSCO Publishing\)](#) 1891 - 1905, 1943 to present

[Expanded Academic ASAP](#) 1995 to present

[General OneFile](#) 1995 to present

[Humanities International Complete](#) 1973 to present

[InfoTrac Religion and Philosophy Collection](#) 1995 to present

[JSTOR Arts & Sciences III Archive Collection](#) 1890 - 2008

[MetaPress Complete](#) 2001 to present

Milligan College Library Print Journals 2009

ISSN: 0021-9231 Online ISSN: 1934-3876

And we only want to count *JBL* once.

AtoZ Titles - Microsoft Excel

File Home New Tab Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

E84872 FALSE

LinkId	ResourceId	Title	Source
84872	1648006	340600 Veto of the Immigration & Nationality Act	Points of V
84873	1648638	340601 Veto of the Internal Security Bill	Points of V
84874	1648417	340602 Veto of the Muscle Shoals Resolution	Points of V
84875	1647704	340603 Veto of the Soldiers' Bonus Bill	Points of V
84876	2880525	671669 Vette	General Or
84877	2789174	671669 Vette	General Re
84878	178309	68871 Vetus Testamentum	ATLA Relig
84879	508682	68871 Vetus Testamentum	Humanitie
84880	558520	68871 Vetus Testamentum	JSTOR Arts
84881	131061	68872 VFW, Veterans of Foreign Wars Magazine	General Or
84882	131053	68872 VFW, Veterans of Foreign Wars Magazine	General Re
84883	887368	143923 VFW, Veterans of Foreign Wars Magazine	InfoTrac M
84884	2656473	779190 VG: Volume Graphics	ACM Digits
84885	1284045	399966 VH1 Reality World (Newstex Blogs)	LexisNexis
84886	2738025	140115 VI - Local Rules of U.S. District & Bankruptcy C	LexisNexis
84887	1689348	68875 VI - Virgin Islands Advance Legislative Service	LexisNexis
84888	1630560	140123 VI - Virgin Islands Code Annotated	LexisNexis
84889	1687353	140124 VI - Virgin Islands Code Annotated & ALS	LexisNexis
84890	2740769	787502 VI - Virgin Islands Court Rules - Selected Crim	LexisNexis
84891	1632255	196509 VI - Virgin Islands State & Federal Court Rule	LexisNexis
84892	1687439	396723 VI Cases, Combined	LexisNexis
84893	1687351	140112 VI Federal District Court	LexisNexis
84894	1687352	140120 VI Tax Materials	LexisNexis
84895	2016539	600662 Via Litterae	DOAJ: Dire
84896	1443013	463292 Via Panorâmica : Revista Eletrônica de Estud	DOAJ: Dire
84897	1286329	68882 Via Satellite	LexisNexis
84898	1285440	164559 Via Satellite	LexisNexis
84899	1206122	401864 Via Spiritus : Revista de História da Espiritual	DOAJ: Dire
84900	1626906	464464 Viagra Fast Facts (2007)	Health Sou
84901	1648143	464464 Viagra Fast Facts (2007)	Points of V

Sheet1 Sheet2 Sheet3

There are a few fields that we haven't talked about yet; the "LinkId" and "ResourceId" fields. These numbers are what make A-Z work.

The "LinkId" field is a unique number assigned to each row—in other words, there is a unique number associated with every title in every database. Notice that *Vetus Testamentum* shows up in three of Milligan's databases, but **each has a unique LinkId**.

On the other hand, the "ResourceId" field give a unique number to each title—irrespective of it's source. This is what allows A-Z to group titles together. As you can see, while each LinkId is unique, the **ResourceIds** are the same.

So, we can use A-Z's built-in system to identify "unique" titles based on their **ResourceId**.

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Clipboard Font Alignment Number Styles Cells Editing

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General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

B2 fx 559749

LinkId	ResourceId	Title	Source	hasISSN?	
88342	1914660	268323	太空探索=Space Exploration	Gale Virtual Reference Library	TRUE
88343	2331886	357073	家庭影院技术=Home Theater	General OneFile	TRUE
88344	2559199	357073	家庭影院技术=Home Theater	General Reference Center Gold	TRUE
88345	477883	172048	新华航空=Expression	General OneFile	TRUE
88346	459992	172048	新华航空=Expression	General Reference Center Gold	TRUE
88347	2880442	277998	新天地=New Horizon	General OneFile	TRUE
88348	1442974	177286	无机材料学报=Journal of Inorganic Materia	DOAJ: Directory of Open Access Jo	TRUE
88349	305137	96163	日本農薬学会誌 = Journal of Pesticide Scie	DOAJ: Directory of Open Access Jo	TRUE
88350	1180844	278364	民间文化旅游杂志=Folk Culture	Humanities International Complet	TRUE
88351	1687369	142882	求索=Seeker	LexisNexis Academic	TRUE
88352	21775	8806	汽车时代=Auto Age Magazine	General OneFile	TRUE
88353	3132637	281013	深交所=Shenzhen Stock Exchange	LexisNexis Academic	FALSE
88354	1180506	143011	环境教育=Environmental Education	Education Research Complete	TRUE
88355	2880348	143011	环境教育=Environmental Education	General OneFile	TRUE
88356	1210244	143011	环境教育=Environmental Education	Points of View Reference Center	TRUE
88357	1269045	173202	生态学报=Acta Ecologica Sinica	DOAJ: Directory of Open Access Jo	TRUE
88358	450313	130972	生物技术=Biotechnology	DOAJ: Directory of Open Access Jo	TRUE
88359	1632005	135308	知识产权=Intellectual Property	LexisNexis Academic	FALSE
88360	708412	165783	社会科学=Journal of Social Sciences	Academic OneFile	TRUE
88361	445089	165783	社会科学=Journal of Social Sciences	DOAJ: Directory of Open Access Jo	TRUE
88362	938488	165783	社会科学=Journal of Social Sciences	Expanded Academic ASAP	TRUE
88363	1039371	165783	社会科学=Journal of Social Sciences	General OneFile	TRUE
88364	721288	271924	社会科学家=Social Scientist	JSTOR Arts & Sciences VII Archive	TRUE
88365	1413914	2791	空中交通管理=Air Traffic Management	General Business File ASAP	TRUE
88366	70917	2791	空中交通管理=Air Traffic Management	General OneFile	TRUE
88367	1283636	2791	空中交通管理=Air Traffic Management	LexisNexis Academic	TRUE
88368	2664245	2791	空中交通管理=Air Traffic Management	ProQuest ABI/INFORM Trade & Inc	TRUE
88369	177225	94285	藥学雜誌.乙号 = Journal of the Pharmaceu	DOAJ: Directory of Open Access Jo	TRUE
88370	1850229	278309	重庆师范大学学报(自然科学版)=Journal	DOAJ: Directory of Open Access Journals	TRUE
88371	1627999	143192	青岛大学师范学院学报=Journal of Teache	Education Research Complete	TRUE

Select the **top record** in the ResourceId column (not the title). Hold down shift + ctrl then press the down arrow on your keyboard. This will select all contiguous cells in the column.

Copy the selected cells (ctrl + c)

Finally, Select a new sheet

Paste the copied cells into the new sheet.
Keeping the pasted data selected, select the "Data" tab from the ribbon

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4		559749														
5		386097														
6		417511														
7		486155														
8		386079														
9		386080														
10		386081														
11		386082														
12		386083														
13		386084														
14		386085														
15		386086														
16		386087														
17		386088														
18		386089														
19		386090														
20		386091														
21		386092														
22		386093														
23		386094														
24		199031														
25		465300														
26		419519														
27		419521														
28		401781														
29		441136														
30		386095														

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From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Get External Data Connections Sort & Filter Data Tools Outline

B4 559749

Click remove duplicates.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4		559749														
5		386097														
6		417511														
7		486155														
8		386079														
9		386080														
10		386081														
11		386082														
12		386083														
13		386084														
14		386085														
15		386086														
16		386087														
17		386088														
18		386089														
19		386090														
20		386091														
21		386092														
22		386093														
23		386094														
24		199031														
25		465300														
26		419519														
27		419521														
28		401781														
29		441136														
30		386095														

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Filter Sort Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Get External Data Connections Sort & Filter Data Tools Outline

B4 559749

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4		559749														
5		386097														
6		417511														
7		486155														
8		386079														
9		386080														
10		386081														
11		386082														
12		386083														
13		386084														
14		386085														
15		386086														
16		386087														
17		386088														
18		386089														
19		386090														
20		386091														
21		386092														
22		386093														
23		386094														
24		199031														
25		465300														
26		419519														
27		419521														
28		401781														
29		441136														
30		386095														

Remove Duplicates

To delete duplicate values, select one or more columns that contain duplicates.

My data has headers

Columns

559749

File Home New Tab Insert Page Layout Formulas Data Review View Developer Excellent Analytics

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

B4 559749

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4		559749														
5		386097														
6		417511														
7		486155														
8		386079														
9		386080														
10		386081														
11		386082														
12		386083														
13		386084														
14		386085														
15		386086														
16		386087														
17		386088														
18		386089														
19		386090														
20		386091														
21		386092														
22		386093														
23		386094														
24		199031														
25		465300														
26		419519														
27		419521														
28		401781														
29		441136														
30		386095														

Microsoft Excel

16411 duplicate values found and removed 18108 unique values remain.

OK

And there you go!

Questions?

Contact:

Jack Weinbender

jweinbender@milligan.edu

(423) 461-8703